

CHARLESTOWN HERITAGE COMMISSION MEETING MINUTES

Tuesday, 25 January, 2010 7:00 pm
Bakery Building, Main Street, Charlestown, NH

Present: Terry Spilsbury, Wesley Van Velsor, Joyce Higgins, Carol Clark, Alternate Aare Ilves

Absent: Barbara Jones, Eric Lutz

The meeting was called to order at 7:03 pm by Chairperson Terry Spilsbury. In the absence of Barbara Jones and Eric Lutz, Aare Ilves was seated as alternate.

1. Terry expressed his appreciation to Wes for the outstanding job Wes did as Chairperson of last year's Heritage Commission.

Joyce made a motion that the minutes for the 23 October, 2010 meeting be approved. It was seconded by Wes and unanimously passed.

2. Aare Ilves provided two financial reports to the Commission members for the period 01/01/10 through 12/31/10. One report gave figures according to Heritage Commission account type, such as savings or checking account, and one report was a consolidated report with the yearly activity listed under general income and expenses. Aare explained each income and expense item in the reports and stated that the only item yet to complete the activity for 2010 was the transfer back of the \$500.00 that was borrowed from the Tree Committee and loaned to the Heritage Commission general fund. Aare stated that the budget line item previously known as the "Tree Committee" will now be named "Projects". Carol requested that the financial reports be accepted and put on file for audit; it was seconded by Joyce, and unanimously passed.

3. Terry explained the new procedure to access funds from the different Heritage Commission accounts. He gave detail regarding the use of funds from the general operating account and the Commission's interface with Jessica at the Town Office, how trust funds are disbursed, use of funds from approved Warrant Articles, and dates by which the money must be used. Terry stated that, unlike most other Town entities, the Heritage Commission is allowed to retain assets.

4. Members were reminded that the Heritage Commission 2011 Town Budget request was \$2,000. for the general fund, and \$2,000. for the Warrant Article, the latter requesting funds for Charlestown's Third History book.

5. Joyce passed around a two-page document that listed notable people from Charlestown. She stated that she is still spending a significant amount of time on the Third History preparation, and is currently focused on monuments, memorials, and markers in Charlestown. She requested further information regarding the makers of the previous "Welcome to Charlestown" signs. Carol will check through the Charlestown Women's Club notes to see if any information is there, as the Women's Club was the organization who had commissioned the previous signs.

Joyce passed around a quote she received for the publishing costs of the Third History book. She stated that the cost of publishing is roughly \$24,000. for 500 hard cover books, excluding an

index, or \$27,000. for 1000 books. General discussion was held regarding the books' cost to the consumer, as well as how to handle possible profits from book sales. Joyce said there will be approximately six months from the time the publisher receives the book until it is printed and that she is now able to determine the rough headings and order of topics in the book. She said there were still a number of large projects, town changes, or improvements that still need to be written for inclusion in the book. Joyce will request two more quotes for publishing costs.

6. Heritage Commission members met with the Selectboard this past December regarding the bench project and provided a quick summary of this meeting. The Selectboard was generally in favor of this project to enhance our town's ability to provide seating to those enjoying the outdoors, and they approved the Commission to start with two benches to gauge impact and benefit. Wes suggested that we could put pavers with a sand base under the benches for stability and appearance. The Commission has estimated approximately \$750. for purchase and installation of two benches this year. A sub-committee was formed, consisting of Terry, Wes, and Aare to come up with a plan for this year's bench project activities, as well as a longer range plan for the next three to four years.

7. No new information regarding the Fort at #4 other than The Common Man restaurant in Claremont will be holding a fund raiser for the Fort next month.

8. There has still been no response from the Selectboard regarding the Heritage Commission's letter to them pursuant to the housing of the cannon.

9. Terry will meet with the CMS 7th grade language teacher regarding the upcoming essay contest and let Carol know the outcome of the meeting. Terry and Carol will work to come up with a couple more options of possible projects for the entire 7th grade class in order to promote interest in town pride and history.

10. Significant Heritage Commission projects planned for this year include town benches and curbing on the north end of Main Street by the new welcome sign, with benches taking priority for funding.

11. Carol will write an article about the bench project for the March issue of *Our Town*.

12. Next month's agenda will include discussion regarding repair of windows in the Town Hall and mortar repair at the Silsby Library, determining if and how the Heritage Commission might be involved.

The next Heritage Commission meeting is scheduled for February 22, 7:00 pm at the Bakery building. The meeting was adjourned at 9:35pm.

Carol Clark
Secretary
Approved minutes